

15 APR 1981

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MEMORANDUM FOR: Director of Logistics
FROM:
Chief, Plans and Programs Staff, OL
SUBJECT: Federal Facility Ridesharing Program
REFERENCE: Temporary Regulation A-16, Federal Property
Management Regulations

1. The referenced General Services Administration (GSA) regulation prescribes procedures for the implementation of Executive Order 12191, dated 1 February 1980, which established the Federal Facility Ridesharing Program. In essence, this regulation requires Federal agencies to submit to GSA by 1 June 1981, a report of their progress in promoting employee ridesharing. This report entails completing GSA Form 3261 which identifies the location and total number of employees of each facility.

2. While declaring our support of the Federal Facility Ridesharing Program, we nonetheless obtained a waiver of this reporting requirement from GSA to avert disclosure of Agency personnel strength and locations of our facilities. However, to ensure compliance with the spirit and intent of Executive Order 12191, we have compiled the results of a recent ridesharing survey conducted by the Logistics Services Division. The results of this survey, which reflects, by facility, the number of participating employees in each of the multioccupancy modes of travel, are attached for your review. The bottom line is an impressive 48.1 percent employee participation in some form of ridesharing which far surpasses the current national ridesharing goal of 20 percent. Interestingly, if we were reporting, this would form the baseline from which future increases would be measured against, and it is questionable whether we could realistically achieve an additional 20 percent increase over this high baseline as suggested in the referent; but then, as we are not reporting external to the Agency, our ability to increase is academic.

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WARNING NOTICE
INTELLIGENCE SOURCES
AND METHODS INVOLVED

SUBJECT: Federal Facility Ridesharing Program

3. Since the ridesharing program affords an excellent opportunity for significant energy savings, it is suggested that it be kept in mind as a major item of accomplishment and possibly included in your next scheduled Agency Energy Committee meeting agenda.



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Attachments:

- A. Temporary Reg. A-16, FPMR
- B. GSA Form 3261
- C. Memo to Mr. Larry Frisbee, 21 Nov 80
- D. Agency Ridesharing Report

TAB

2-50
1-PPS

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FEDERAL PROPERTY MANAGEMENT REGULATIONS
TEMPORARY REGULATION A- 16

TO: Heads of Federal agencies

SUBJECT: Federal Facility Ridesharing Program

1. Purpose. This regulation establishes policy and prescribes procedures for the implementation of the Federal Facility Ridesharing Program.
2. Effective date. This regulation is effective upon publication in the FEDERAL REGISTER.
3. Expiration date. This regulation expires June 30, 1981, unless sooner revised or superseded.
4. Background.

a. Executive Order 12191, dated February 1, 1980, established the Federal Facility Ridesharing Program. The President has assigned primary responsibility for program development and implementation to the General Services Administration (GSA) in consultation with the Department of Transportation (DOT). The objectives of the program are to conserve fuel, reduce congestion, improve air quality, and provide an economical way for employees to commute to work.

b. The effective implementation of the ridesharing program will require a cooperative effort among Federal, State, local, and private sector groups. Therefore, the Office of Management and Budget has asked the Federal Executive Boards, which exist in 26 major U.S. cities, to assist GSA and DOT in coordinating ridesharing efforts in the public and private sectors.

c. The primary role of Federal agencies will be to vigorously promote ridesharing at each Federal facility. The President has encouraged agency heads to take all feasible actions under the current law to provide ridesharing incentives.

(Published in the Federal Register October 17, 1980 45 FR 68936)

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5. Definitions.

a. "Ridesharing" means commuting in groups of two or more using a single vehicle; i.e., carpools, vanpools, private buses, mass transit, or other multioccupancy modes of travel.

b. "Ridematching " means any system for mapping and matching home and work locations of interested commuters to identify prospects for ridesharing.

c. "Facility" means either a single building or a group of buildings or work locations at a common site.

d. "Third party operator" means an organization, firm, or individual, other than an employer or employee, who owns or leases vans or buses and either provides or contracts for continuing operational support.

6. Policy. It is the policy of the Federal Government to promote the use of ridesharing at all Federal facilities. In the process of promoting ridesharing, the Government shall not favor or endorse one commercial firm or nonprofit organization to the exclusion of other commercial firms or nonprofit organizations.

7. Employee transportation coordinators. Employee transportation coordinators shall be designated at each Federal facility with 100 or more full-time employees. (Agencies are encouraged to appoint coordinators at facilities with less than 100 full-time employees.) At facilities occupied by more than one Federal agency, the employee transportation coordinator shall be from the agency having the largest number of employees at the facility. The employee transportation coordinator shall:

a. Promote ridesharing at the facility by:

(1) Publicizing the availability of public transportation;

(2) Communicating employee transportation needs to local public transportation authorities and other organizations (such as private bus companies) furnishing multipassenger modes of transportation.

(3) Assisting employees in forming carpools or vanpools (employee-owned or-leased, directly or through a third party operator);

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(4) Aiding employee participation in ridematching programs. (Where ridematching programs do not exist, actions should be taken to begin these programs.)

b. Maintain an employee transportation profile showing the distribution of employee transportation modes; and

c. Prepare GSA Form 3261, Federal Facility Ridesharing Report, for annual submission to the agency coordinator.

8. Ridesharing goals.

a. Ridesharing goals shall be established by each agency. Goals shall be expressed as a percentage of the full-time personnel that are employed by the agency and use ridesharing to commute between home and work. Goals should consider the availability of mass transit, local commuter routes, the number of employees participating in ridesharing at agency facilities, and the overall national goal.

b. The current national goal is 20-percent employee participation in ridesharing by January 1, 1981. This is the minimum acceptable goal under the Federal Facility Ridesharing Program. If an agency currently has a base line participation of 20 percent or greater, the minimum goal will be to increase employee participation by 20 percent by January 1, 1981. For example, if an agency has 30-percent employee participation in ridesharing, the minimum goal will be to increase employee participation to 36 percent by January 1, 1981.

c. Agencies will be evaluated primarily on their success in increasing the number of employees who use ridesharing to commute between home and work. GSA will evaluate overall agency efforts and results at individual facilities. Consideration will be given to the degree and intensity of agency and facility promotional efforts, the differences between facility locations, and the level of participation in employee ridesharing at the beginning of the program, since those agencies with a significant level of participation may find it more difficult to achieve a 20 percent increase above their base line.

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9. Reporting procedures.

a. Facility reports. Employee transportation coordinators shall prepare and submit by May 1, 1981, GSA Form 3261, Federal Facility Ridesharing Report. The report shall be submitted to the overall agency coordinator and shall include data on all Federal employees at the facility. (Copies shall also be furnished to other tenant agencies at the facility.)

b. Agency reports. Heads of agencies shall submit to GSA by June 1, 1981, a report which shall include:

- (1) The agency ridesharing goal;
- (2) Ridesharing results achieved within the agency;
- (3) Methods used to promote ridesharing within the agency; and
- (4) A copy (original only) of individual facility reports (GSA Form 3261) for each facility at which they have employee transportation coordinator responsibilities. Agencies having no overall responsibility at individual facilities shall submit a narrative report detailing agency promotional efforts.

Reports shall be submitted to:

General Services Administration (TMM)
Washington, DC 20406

The report prescribed by this regulation has been cleared in accordance with Subpart 101-11.11 and has been assigned interagency report control number 0258-GSA-AN.

c. Exemptions. Facilities with less than 100 full-time employees are not required to submit an annual report. Agencies shall not subdivide buildings, groups of buildings, or worksites for the purpose of meeting the exemption standards.

10. Ridematching systems. Wherever possible, agencies shall use and promote existing ridematching services. Where ridematching services do not exist, they shall be established, preferably in conjunction with nearby facilities. Ridematching systems may be manual or computerized. All systems must be in compliance with the Privacy Act of 1974.

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11. Effect on other laws or other agency regulations.

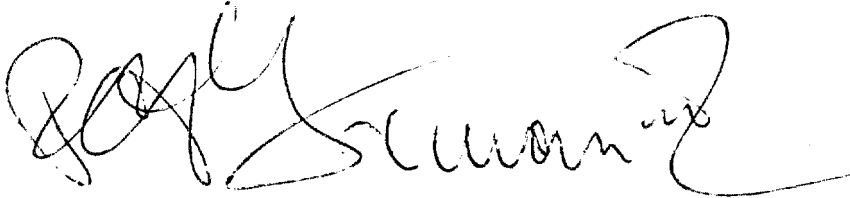
a. Clean Air Act. In jurisdictions where State implementation plans for air quality approved or promulgated by the Environmental Protection Agency (EPA) have placed employers under more stringent guidelines in promoting or reporting ridesharing efforts, the requirements in the air quality plans shall take precedence over this regulation.

b. Federal Standby Conservation Program. If Federal standby conservation measures are enacted under the Emergency Energy Conservation Act, those measures relating to employer efforts in promoting and reporting ridesharing projects shall take precedence over this regulation.

12. Technical assistance to agencies. Because of the large number of Federal, State, local, and private sector groups involved in the promotion of ridesharing, there are many different resources available to Federal agencies interested in technical assistance and promotional materials for use in their ridesharing programs. To aid agencies in identifying these resources, GSA has designated ridesharing coordinators at each of its regional offices. A list of these coordinators and national program officials is provided as an attachment to this regulation.

13. Comments. Comments concerning this regulation may be submitted before December 31, 1980, to the General Services Administration (TMM), Washington, DC 20406.

14. Availability of forms. Agencies may obtain their initial supply of GSA Form 3261 from the General Services Administration (WBRDD), Union and Franklin Streets Annex, Building 11, Alexandria, VA 22314. Agency field offices should submit all future requirements to their Washington, DC headquarters office which will forward consolidated annual requirements to the General Services Administration (HRM), Washington, DC 20405. An initial distribution of the form will be made to all GSA regional offices for their use and additional supplies of the form should be obtained in the usual manner.



R. G. FREEMAN III
Administrator of General Services

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Attachment A

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GSA REGIONAL RIDESHARING COORDINATORS

Region 1-Boston, MA

George Delisle
J. W. McCormack P.O. & Courthouse
Boston, MA 02109
FTS 223-2536

Region 2-New York, NY

Frank Kirschhoff
26 Federal Plaza
New York, NY 10007
FTS 264-3930

Region 3-Philadelphia, PA

Joe Thompson
9th & Market Streets
Philadelphia, PA 19107
FTS 597-1261

Region 4-Atlanta, GA

Ron Summers
75 Spring Street SW
Atlanta, GA 30303
FTS 242-3054

Region 5-Chicago, IL

Roger Willadsen
230 South Dearborn Street
Chicago, IL 60604
FTS 353-5379

Region 6-Kansas City, MO

Tom Hunter
1500 East Bannister Road
Kansas City, MO 64131
FTS 926-7551

Region 7-Fort Worth, TX

John Crawford
819 East Taylor Street
Fort Worth, TX 76102
FTS 334-2381

Region 8-Denver, CO

Jim Wooton
Denver Federal Center
Building 41
Denver, CO 80225
FTS 234-4091

Region 9-San Francisco, CA

Annah Liechti
525 Market Street
San Francisco, CA 94105
FTS 556-1455

Region 10-Auburn, WA

Chuck Hammer
GSA Center
Auburn, WA 98002
FTS 396-5423

National Capital Region-Washington, DC

Michael Ziskind
7th & D Streets SW.
Washington, DC 20407
FTS 472-1776

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FPMR Temp. Reg. A-16
Attachment A

GSA National Ridesharing Coordinators

Larry Frisbee
Les Gray
Jack Carlile

425 I Street NW.
Washington, DC 20405
FTS 275-1021

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or GSA use only)	FEDERAL FACILITY RIDESHARING REPORT	INTERAGENCY REPORTS CONTROL NUMBER 0258-GSA-AN
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3. EMPLOYEE TRANSPORTATION PROFILE

4. FACILITY CHARACTERISTICS			
FACILITY LOCATION <input type="checkbox"/> URBAN AREA <input type="checkbox"/> SUBURBAN AREA <input type="checkbox"/> RURAL AREA		B. IS FACILITY SERVED BY MASS TRANSIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
ARE RIDE MATCHING SERVICES AVAILABLE TO EMPLOYEES? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES," complete Item F) →		C. DOES FACILITY PROVIDE PREFERENTIAL PARKING FOR CAR POOLS AND VANPOOLS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If "YES," complete Item D) →	
F. WHERE ARE RIDE MATCHING SERVICES BASED? <input type="checkbox"/> AT FACILITY <input type="checkbox"/> COMMUNITY		G. IS PROGRAM INTER-RELATED WITH PROGRAMS AT NEARBY FACILITIES? <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIBE PROMOTIONAL EFFORTS AT THE FACILITY (Use reverse if necessary)			

AD OF FACILITY (Name)	TITLE	SIGNATURE	DATE
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GENERAL SERVICES ADMINISTRATION

ITEM 1. — Enter the facility name and complete street address, including zip code.

ITEM 2A-D. — Enter employee transportation coordinator's name, organization title, employing agency, and work telephone number.

ITEM 3A. — Enter the names of all agencies located at the facility. Common acronyms and abbreviations are acceptable.

ITEM 3B. — Enter the number of fulltime employees at the facility.

ITEM 3C. — Enter the number of employees who commute to work alone in their automobile.

ITEM 3D. — Enter the number of employees who commute to work in a carpool, either as a rider or driver. A carpool is defined as a group of two or more people using a motor vehicle for transportation to and from work.

ITEM 3E. — Enter the number of employees who commute to work in a vanpool, either as a driver or rider. A vanpool is defined as a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip.

(Use this space for continuation of items from front of form.)

ITEM 3F. — Enter the number of employees who commute by private, commercially operated, or chartered bus (as opposed to mass transit bus system).

ITEM 3G. — Enter the number of employees who commute by mass transit (public bus system, subway, or commuter train).

ITEM 3H. — Enter the number of employees who commute by means other than listed above, such as walk, bicycle, motorcycle, moped.

ITEM 3I. — Enter the total of columns D thru H.

ITEM 3J. — Enter the facility goal, expressed as the number and percentage of fulltime employees at the facility.

ITEM 4. — Check the appropriate responses or enter information as required.

ITEM 5. — Provide information on the nature and extent of promotional efforts designed to increase the number of employees who use ride-sharing in the commute between home and work. Describe any unique problems at the facility and how they are being solved.

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